

Norfolk Skills and Careers Festival  
7<sup>th</sup> and 8<sup>th</sup> March 2018  
Event Safety Risk Control – Schools in attendance



<b>Event Safety Risk Control</b>					
<b><u>Hazard</u></b>	<b><u>Risk</u></b>	<b><u>Persons Affected</u></b>	<b><u>Risk Control Measures</u></b>	<b><u>Risk Likelihood Rating</u></b>	<b><u>Additional control measures required</u></b>
Traffic Collision	Vehicle v Vehicle  Vehicle v Pedestrian	All	<ul style="list-style-type: none"> <li>• Security company employed to manage traffic inside the Showground</li> <li>• Signs at entrance to the Showground advise drivers to drive carefully,</li> <li>• Pedestrian egress from coaches will be supervised by Security,</li> <li>• Vehicles required to park North of the Arena,</li> <li>• Staff in parking areas will wear hi vis jacket/tabard.</li> </ul>	E - Rare	
Fire	Fire in the venue	All	<ul style="list-style-type: none"> <li>• Venue fitted with fire extinguishers,</li> <li>• No gas canisters permitted inside the venue,</li> <li>• No smoking</li> <li>• All electrical works conducted by a reputable contractor,</li> <li>• Fire alarm tested prior to the event.</li> <li>• Security team briefed in evacuation procedure,</li> <li>• No flammable or combustible material permitted in the venue,</li> <li>• Any vehicles in the venue must have battery disconnected and minimal fuel,</li> <li>• Cleaning contractors to empty waste bins regularly and dispose of waste out of public access,</li> <li>• Buildings meet the relevant regulations</li> <li>• Evacuation procedure in place</li> </ul>	E - Rare	
Weather	Hot weather  Cold weather  Wet weather  High winds  Ice/Snow	All	<ul style="list-style-type: none"> <li>• Event cancellation plan in place,</li> <li>• Drinking water available,</li> <li>• First aid staff on site,</li> <li>• Estates Team to be consulted to grit and clear roadways and pathways,</li> <li>• Venue has heating</li> </ul>	C - Possible	<p>Event team to monitor the weather forecast prior to the event and act accordingly – contact schools and exhibitors to advise them of any actions required.</p> <p>Utilise hardstanding for coach parking.</p>
Overcrowding	Capacity of venue exceeded	All	<ul style="list-style-type: none"> <li>• Capacity of venue is capped at 1500</li> <li>• Group leaders will be asked to check in and out in the reception. Groups must book in advance</li> </ul>	D- Unlikely	Continue to monitor capacity on the day of the event and pre booked

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Insufficient Medical Cover	Injury Illness	All	<ul style="list-style-type: none"> <li>Medical cover arranged through a reputable contractor,</li> <li>Other staff present at the event are also first aid qualified</li> <li>Venue is located only 4 miles away from the nearest Accident and Emergency Department.</li> </ul>	D - Unlikely	
Press/Photographer	Photo taken of child without permission	Students	<ul style="list-style-type: none"> <li>Signage at entrance to venue indicates photographs will be taken. Persons to advise at reception if they do not want their photo taken and they will be asked to wear a red sticker to identify this to the photographer. Schools pre advised of this in their pre event pack.</li> <li>All Press and Photographers must check in at the reception and to be met by a member of the event staff.</li> </ul>	C - Possible	
Lost Child/Vulnerable Person	Vulnerable person is separated from their group	Students	<ul style="list-style-type: none"> <li>Lost person procedure in place</li> <li>All groups are attended by their school/college group leader</li> <li>All persons attending deemed to be old enough not to be vulnerable if lost,</li> <li>Reception open throughout for enquiries</li> <li>PA system in place for announcements</li> <li>Security team present in the venue</li> </ul>	D - Unlikely	
Child Protection	Safety/wellbeing of a young person is compromised	All	<ul style="list-style-type: none"> <li>Persons present are not in the position of having 1-1 contact with a young person at any time and will be advised against putting themselves in this position</li> <li>Security team in place</li> <li>Unable to run CRB checks on all Exhibitors and Staff present as this would restrict the number of persons who would be able to work at the event and therefore the success of the event</li> <li>Group leaders to take responsibility for their students</li> <li>Contact details collated for group leaders</li> </ul>	E- Rare	Remain alert
Slip or Trip	Exposed cables Spillage not cleared away	All	<ul style="list-style-type: none"> <li>Walk through takes place before event opens to public</li> <li>Electrical contractor to secure all cables at floor level using cable matting or tape</li> <li>Pathways and roadways to be gritted and cleared if snow or ice</li> <li>Cleaning staff on site to clear spillages</li> </ul>	C – Possible	

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	Unsafe terrain  Ice/Snow		<ul style="list-style-type: none"> <li>Wet floor signs available</li> <li>Walkways are all based on hardstanding – flat terrain</li> </ul>		
Traffic	Traffic incident in the local area affects travel to and from the event site	All	<ul style="list-style-type: none"> <li>All staff and contractors to be in place at least 30 minutes prior to event opening</li> <li>All exhibitors to be in place at least 30 minutes prior to event opening</li> <li>Contact details held for School Groups and Exhibitors</li> </ul>	D - Unlikely	In the event of a traffic incident, listen to news updates for further information
Activities	Injury	All	<ul style="list-style-type: none"> <li>All activities risk assessed by the individual exhibitor</li> <li>Activities monitored by the event organisers throughout the event</li> <li>Hand washing facilities available</li> <li>Medical team on site</li> <li>No hazardous activities allowed on site</li> </ul>	D - Unlikely	
Contact with Machinery/Equipment	Injury	All	<ul style="list-style-type: none"> <li>Machinery will only be operated by appropriately trained persons</li> <li>All hazardous equipment is to be secured.</li> <li>Machinery / equipment movement is restricted.</li> <li>Appropriate guarding to dangerous parts will be in place.</li> <li>Proper supervision of groups by responsible adults at an appropriate ratio of adults to children as per guidance from Local Education Authority.</li> <li>Medical teams on site</li> </ul>	C – Possible	

<b>Likelihood of occurrence</b>	<b>Category</b>
Almost Certain	A
Likely	B
Possible	C
Unlikely	D
Rare	E